

## **CHECKLIST FOR P-CARD PURCHASES**

### **I. BEFORE YOU CALL VENDOR**

- ☐ Determine exactly what you need
- ☐ Determine the funding for the purchase
- ☐ Insure that what you are buying falls within the permissible items for the process
- ☐ Check vendor file for a source (try to use a SDB, rotate your purchases between vendors)

### **II. WHEN YOU CALL FOR INFORMATION**

- ☐ Ask if the vendor will accept a Master Card
- ☐ Ask for prices and availability. (Availability must be immediate)
- ☐ Ask if there are discounts for government or education institutions
- ☐ Ask if the item is shipped FOB destination.
- ☐ Let vendor know that it is a tax exempt purchase.

### **III. PLACE THE ORDER**

- ☐ Give the vendor the quantity and part number of each item ordered.
- ☐ State that the order should be FOB destination.
- ☐ State that the order must be tax-exempt.
- ☐ Ask what the shipping charges (if any) will be
- ☐ Give the vendor your Master Card number
- ☐ Input the order into the Purchase Card Order Log Software.
- ☐ Give vendor your log number. Instruct them to put it on outside of the package.
- ☐ Issue shipping instructions. Either will call or ship to : Jet Propulsion Laboratory
- ☐ Include your name and mail stop  

P-Card  
4800 Oak Grove Drive  
Pasadena, CA 91109
- ☐ Instruct the vendor not to put the card number on the packing slip or shipping label.

### **IV. RECEIVING AND INSPECTION**

- ☐ Verify the material received matches the order.
- ☐ Inspect to see that the item is in good condition.
- ☐ Hold all the paperwork (packing slips, sales slips...) for reconciliation.

### **V. BILLING RECONCILIATION**

- ☐ Match billing statement to the purchase log
- ☐ Mark matched items as "R" Reconciled
- ☐ Mark unmatched items as "D" Discrepancy
- ☐ Resolve discrepancies with the vendor
- ☐ Print out the reconciliation report and sign it.
- ☐ Put the report and all the associated documentation into the mailing envelope
- ☐ Give the envelope to your cognizant AO
- ☐ After receiving AO's signature, seal and send the envelope to Laura Hollis M/S 601-207